

## **Town of Tyngsborough Position Description**

**Job Title:** Sewer Department Administrator  
**Department:** Sewer Department  
**Reports to:** Town Administrator/Sewer Commission

### **SUMMARY**

Performs a variety of managerial tasks specifically focused on keeping the administrative function of the Sewer Department running efficiently.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Administrator will work under the general direction of the Sewer Commission and in conjunction with the Sewer Senior Forman.

Performs a variety of tasks and duties focused on keeping the administrative function of the department running in an efficient manner. Duties may include but are not limited to:

#### **Financial Operations**

- Oversight and preparation of the annual revenue plan, operating budget, and capital budgets.
- Provides a bi-monthly written Sewer Administrator's report to the Sewer Commission and attends Sewer Commission meetings as requested.
- Manages accounts receivables and directs all billing.
- Manages accounts payables.
- Manages the collection of any fees. Reviews the fee structure annually and makes recommendations to the Sewer Commission for any changes.
- Directs and prepares various financial reports.
- Interfaces with various town departments as necessary to ensure the efficient operation of the administration of the department.
- Works with the Town Treasurer and others on any documents and approvals necessary to borrow funds for sewer projects.

#### **Procurement**

- Manages the internal accounting and procurement process in the department in accordance with local, state, and federal requirements.
- Prepares bid documents, working with the Sewer Commission, Sewer Senior Forman, and Chief Procurement Officer.
- Solicits bid proposals as directed by the Sewer Commission
- Manages purchasing records for items or services purchased, costs, delivery, product quality or performance, and inventories.

- Reviews defective or unacceptable goods or services with the Sewer Senior Forman and Sewer Commission, users, vendors, and others to determine the source of trouble, and takes corrective action.
- Prepares weekly warrants for payment of invoices in conjunction with the Sewer Senior Forman and notifies the Sewer Commission of all warrants.
- Disburses payments for new and existing contracts and agreements, including agreements with Chelmsford, Dracut, and Lowell.
- Identifies secretarial needs, defines job description and manages secretarial personnel as needed to ensure the efficient function of the department.
- Directs the posting of secretarial positions and conducts interviews with prospective candidates.

#### **Permitting and Licenses**

- Manages the process for permitting and licenses by working with the Senior Forman.
- Is responsible for providing assistance to personnel and customers in understanding and completing the permits that are required for various activities.
- Coordinates the permitting process within and among town departments and other agencies.
- Monitors contractors' compliance with licensing requirements.

#### **Construction and Maintenance of Sewer System**

- Works with the Sewer Senior Forman and Sewer Commission to ensure that any contracts for construction or maintenance of the sewer system are being administered properly.
- Works with the Sewer Senior Forman and Sewer Commission in preparing a written revenue plan and capital plan annually.
- Monitors and keeps records on the amount of sewer flow available for potential users.

#### **Policies**

- Manages and conducts research, develops, recommends, and implements policies and standards set by the Sewer Commission.

#### **General Administration**

- Meets with consultants, contractors, and vendors who are under contract or negotiating with the Sewer Senior Forman or Sewer Commission.
- Interfaces with the public, town employees, and administrators in person, by telephone, by correspondence and/or by e-mail.
- Directs and manages the public education efforts including mailings, cable television, and web site information.
- Performs other similar or related duties as required and/or assigned.
- Prepares sewer related articles for Town Meeting warrant.

### **OTHER DUTIES AND RESPONSIBILITIES**

- Creates agenda at the direction of the chairman, attends and presents Administrator's Report at Sewer Commission meetings.
- Communicates with local, state, and federal agencies with respect to processing applications, completion of forms, meeting deadlines and follow-up on ongoing efforts with these agencies.
- Oversees and acts as supervisor to clerical staff.

### **DESIRED MINIMUM QUALIFICATIONS**

#### **Education and/or Experience**

- Associates Degree in Business, Municipal Government Accounting, or Finance
- Two years' experience in a related field or similar field or position in the public or private sector.
- Any equivalent combination of education and experience.

#### **Knowledge and Skills**

- A working knowledge of office practices and procedures common in the workplace today.
- General knowledge of the department operations and functions.
- Ability to establish and maintain effective working relationships with employees, town officials, other government officials, and the general public.
- Ability to maintain confidential information.
- Must be proficient in the use of spreadsheet software, word processing software, and accounting software.
- Must be familiar with accepted accounting procedures and learn those procedures and protocols specific to the Town of Tyngsborough.
- Ability to use e-mail and internet.
- Ability to operate the listed tools and equipment.
- Must be able to communicate effectively orally and in writing.

### **TOOLS AND EQUIPMENT**

Personal computer, telephone, fax machine, copy machine, typewriter, calculator and adding machine.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to operate, finger, handle, or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee may occasionally lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. Attendance at some evening meetings with other town boards and/or Town Meetings will be required.